

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To



| | |
|----------------------|----------------------------|
| Employee Name | <u>Dufauchard, Preston</u> |
| Expense Dates | <u>02/01/10-02/26/10</u> |
| Total Expense Amount | <u>1425.42</u> |
| Amount Due Employee | <u>276.20</u> |
| Form ID | <u>TEA000609970</u> |

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

| | Date | Expense Item | Amount | If not submitted - Explain |
|----|-------|---------------|--------|----------------------------|
| 1) | 02/09 | Parking, Auto | 11.00 | |
| 2) | 02/16 | Railroad Fare | 29.60 | |
| 3) | 02/18 | Parking, Auto | 11.00 | |
| 4) | 02/23 | Railroad Fare | 29.60 | |
| 5) | 02/26 | Parking, Auto | 11.00 | |

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

**Travel & Expense Account
Transmittal Sheet**

EXPENSE EXCEPTION(S)

| | Expense Rule | Exception | Response |
|----|-------------------------|--|----------|
| 1) | ER Department Policy #1 | Receipt and travel itinerary required for this expense item. | |
| 2) | ER Department Policy #4 | Rental car receipt is required for this expense item. | |
| 3) | ER Department Policy #1 | Receipt and travel itinerary required for this expense item. | |
| 4) | ER Department Policy #4 | Rental car receipt is required for this expense item. | |
| 5) | ER Department Policy #1 | Receipt and travel itinerary required for this expense item. | |
| 6) | ER Department Policy #4 | Rental car receipt is required for this expense item. | |

I have reviewed the following documents.

Approved
by:

Michele Bond

Travel & Expense Account Summary

Employee Name Preston Dufauchard
Expense Dates 02/01/10-02/26/10
Report Name Preston - February 2010

Request Total \$ 1425.42
Direct Charge Total - 1149.22
Travel Advances - 0.00
Net Due Employee = **276.20**

| Trip Totals | | |
|-----------------------|---------------|--------------|
| Trip/Expense Category | Trip Name | Total Amount |
| Non-Travel Expenses | Sac | 243.20 |
| Regular Travel | San Diego (2) | 406.09 |
| Regular Travel | LA | 370.03 |
| Regular Travel | San Diego | 406.10 |

NOTE: (d)=Direct Charge

| DATE | Tue Feb 9 | | | | | | | | | TOTAL |
|----------------------------|---------------|--|--|--|--|--|--|--|--|---------------|
| Commercial Air Fare (d) | 343.40 | | | | | | | | | 343.40 |
| Auto Rental (d) | 51.70 | | | | | | | | | 51.70 |
| Parking, Auto | 11.00 | | | | | | | | | 11.00 |
| TOTALS \$ | 406.10 | | | | | | | | | 406.10 |

| DATE | Thu Feb 18 | | | | | | | | | TOTAL |
|----------------------------|---------------|--|--|--|--|--|--|--|--|---------------|
| Commercial Air Fare (d) | 307.40 | | | | | | | | | 307.40 |
| Auto Rental (d) | 51.63 | | | | | | | | | 51.63 |
| Parking, Auto | 11.00 | | | | | | | | | 11.00 |
| TOTALS \$ | 370.03 | | | | | | | | | 370.03 |

Travel & Expense Account Summary

| DATE | Fri Feb 26 | | | | | | | | | TOTAL |
|----------------------------|---------------|--|--|--|--|--|--|--|--|---------------|
| Commercial Air Fare (d) | 343.40 | | | | | | | | | 343.40 |
| Auto Rental (d) | 51.69 | | | | | | | | | 51.69 |
| Parking, Auto | 11.00 | | | | | | | | | 11.00 |
| TOTALS \$ | 406.09 | | | | | | | | | 406.09 |

| DATE | Mon Feb 1 | Wed Feb 3 | Tue Feb 16 | Tue Feb 23 | | | | | | TOTAL |
|---------------------------|--------------|--------------|---------------|---------------|--|--|--|--|--|---------------|
| Mileage, Personal Auto | 92.00 | 92.00 | | | | | | | | 184.00 |
| Railroad Fare | | | 29.60 | 29.60 | | | | | | 59.20 |
| TOTALS \$ | 92.00 | 92.00 | 29.60 | 29.60 | | | | | | 243.20 |

Travel & Expense Account Summary & Detail

| Trip/Expense Category | Trip Name | Date | Expense Item | Amount | Payment Type |
|-----------------------|---------------|----------|------------------------|--------|---------------|
| Non-Travel Expenses | Sac | 02/01/10 | Mileage, Personal Auto | 92.00 | Cash |
| Non-Travel Expenses | Sac | 02/03/10 | Mileage, Personal Auto | 92.00 | Cash |
| Regular Travel | San Diego | 02/09/10 | Commercial Air Fare | 343.40 | Direct Charge |
| Regular Travel | San Diego | 02/09/10 | Auto Rental | 51.70 | Direct Charge |
| Regular Travel | San Diego | 02/09/10 | Parking, Auto | 11.00 | Cash |
| Non-Travel Expenses | Sac | 02/16/10 | Railroad Fare | 29.60 | Cash |
| Regular Travel | LA | 02/18/10 | Commercial Air Fare | 307.40 | Direct Charge |
| Regular Travel | LA | 02/18/10 | Auto Rental | 51.63 | Direct Charge |
| Regular Travel | LA | 02/18/10 | Parking, Auto | 11.00 | Cash |
| Non-Travel Expenses | Sac | 02/23/10 | Railroad Fare | 29.60 | Cash |
| Regular Travel | San Diego (2) | 02/26/10 | Commercial Air Fare | 343.40 | Direct Charge |
| Regular Travel | San Diego (2) | 02/26/10 | Auto Rental | 51.69 | Direct Charge |
| Regular Travel | San Diego (2) | 02/26/10 | Parking, Auto | 11.00 | Cash |